



Cemetery Management Policy

POLICY NUMBER: 207-AD-19

Approval Date: June 25, 2019

Revise Date: September 8, 2020

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Repeal Date:

Supersedes: New

Review Date:

1.0 Policy Intent

The City of Cold Lake is committed to the management, regulation, operation and maintenance of the City of Cold Lake cemeteries. The City wishes to provide the public, its agents, contractors, and funeral service providers with guidelines pertaining to cemetery fees, interment rights & specifications, and memorial specifications. The guidelines are not intended to be interpreted as rigid policies, but rather provide a guide outlining the City's minimum requirements.

2.0 Purpose

The purpose of the Cemetery Management Policy is to ensure the City of Cold Lake cemeteries conform to minimum expectations and delegate authority to Administration to update the guidelines from time to time when required.

3.0 Policy Statement

- 3.1 The City of Cold Lake shall establish cemetery interment rights and specifications, and memorial specifications.
- 3.2 The management, regulation, operation and maintenance of the City of Cold Lake cemeteries shall be implemented in accordance with the guidelines outlined in this policy.

4.0 Managerial Guidelines

- 4.1 The Cemetery Fees have been set out in Bylaw No. 677-AD-20, Cemetery Management Bylaw.
- 4.2 The Interment Rights and Specifications have been attached hereto as Appendix "A".
- 4.3 The Memorial Specifications have been attached hereto as Appendix "B".

5.0 References

N/A

6.0 Persons Affected

- City of Cold Lake Staff.
- The public

7.0 Revision/Review History

N/A

Date

Chief Administrative Officer

Date

Mayor

SCHEDULE 'A'
INTERMENT RIGHTS & SPECIFICATIONS

SECTION 1.0 INTERMENT RIGHTS

- 1.1 The *City of Cold Lake Cemetery Management Bylaw, Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* together with the rules and regulations that follow here shall apply to rights of interment, the interment of human remains and the interment of cremated remains in a City cemetery.
- 1.2 The City, subject to payment of an established fee, may grant an interment right for a vacant plot in a City cemetery on an at-need or a reserve basis.
- 1.3 Possession of an interment right;
 - 1.3.1 confers to a rights holder, a right in perpetuity to use, in compliance with the *Cemetery Management Bylaw* and any rules and regulations made thereto, a plot for the interment of human remains or cremated remains for a person named on an Interment Rights Certificate;
 - 1.3.2 does not confer to a rights holder, any title to, ownership of, or interest in the land of a City cemetery or of a plot or any other special privilege over any land of a City cemetery;
 - 1.3.3 does not require the City to permit an interment of human remains or cremated remains into a plot until the rights holder complies in all other respects with the *Cemetery Management Bylaw* and any rules and regulations made thereto as it relates to the interment of human remains or cremated remains, or the purchase and placement of a memorial and, without limitation, the payment of all fees.
- 1.4 An applicant may, on an at-need or on a reserve basis and upon payment in full for a fee set out in *Cemetery Management Bylaw*, purchase an interment right for not more than four (4) human remains or cremated remains plots.
- 1.5 Generally, and except where it may be otherwise set out in the *Cemetery Management Bylaw* and any rules and regulations made thereto, the City shall offer for sale, and a right of interment shall confer the following permitted uses for a human remains interment plot or a cremated remains interment plot:
 - 1.5.1 Standard Adult Plot (Single Depth):
This form of plot is limited to the interment of the human remains of not more than one (1) person and the secondary interment of the cremated remains of not more than six (6) persons; or the interment of the cremated remains of not more than six (6) persons;
 - 1.5.2 Columbarium Single Niche Plot:
This form of plot is limited to the interment of the cremated remains of not more than two (2) persons;
 - 1.5.3 Columbarium Double Niche Plot:
This form of plot is limited to the interment of the cremated remains of not more than four (4) persons.
- 1.6 The CAO may, in a special or emergent at-need circumstance, permit the sale of the interment rights for more than four (4) but not more than ten (10) plots of any type to an applicant and under such terms and conditions as the CAO deems appropriate.

- 1.7 The City shall have the authority to establish other interment rights for plots in a City cemetery that may have the same classification as the plots described herein but may also have different interment capacity and memorial criteria specific to their design and location in a City cemetery.

SECTION 2.0 INTERMENT PLOT SIZE

- 2.1. **HUMAN REMAINS AND/OR CREMATED REMAINS:** Plots designed, laid out and designated for the interment of human remains shall be the following;
 - 2.1.1 Standard Adult (single depth):
Shall not exceed 1.2 meters wide (4') by 2.8 meters (9') long;
 - 2.1.2 Columbarium Single Niche Plot:
The dimensions of a niche are 15'' depth, 12'' height, and 12'' width;
 - 2.1.3 Columbarium Double Niche Plot
The dimensions of a niche are 15'' depth, 12'' height and 24'' width.
- 2.2 Interment plots may be laid out separately, in combinations or in combination of one plot type with another plot type.
- 2.3 In every instance, the official dimensions of any plot in a City cemetery shall be those set-out in the design plan and subsequent plot survey completed for the cemetery in which they are located.
- 2.4 The City shall have the authority to vary the dimensions of a plot or group of plots as circumstances may dictate or as it deems appropriate for the operation and maintenance of the Cemetery.

SECTION 3.0 INTERMENTS

The following specifications shall be followed in making an interment of human remains or cremated remains into a plot at a City cemetery.

- 3.1. **HUMAN REMAINS:** Every interment of human remains into a plot in a City Cemetery shall be made as follows:
 - 3.1.1. Standard Adult Interment Plot:
In every instance, the first interment of human remains shall be made at the lowest depth of the plot and shall be of sufficient depth to permit a future second interment of human remains and where, after the second interment of human remains in a plot, after being filled and closed, there shall be, where grave liners have been used, not less than twenty-four (24) inches (0.6 m) of soil between the finished surface of the plot and the uppermost surface of the grave liner in the upper level of the plot or, where no grave liners have been used, there shall be not less than thirty-six (36) inches (0.9 m) between the finished surface of the plot and the uppermost surface of the casket or container enclosing the human remains resting in the upper level of the plot;
- 3.2. **CREMATED REMAINS:** Every interment of cremated remains into a plot in a City Cemetery shall be made as follows:
 - 3.2.1. In-Ground Interment:
Every interment of cremated remains shall be made at a depth where after, being filled

and closed, there shall be not less than twelve (12) inches (30.5 cm) of soil between the finished surface of the plot and the uppermost surface of the cremated remains resting in the plot.

3.2.2. Niche Interment:

A niche shall be opened and closed according the design parameters and specifications established by and provided to the City by the columbarium supplier.

- 3.3. The secondary interment of cremated remains into a human remains plot shall only be permitted after the human remains interment(s) has (have) been made into the plot.
- 3.4. The number of permitted interments into any plot shall, without exception, be limited to the number set-out for interment rights in articles 1.5 of this Schedule.
- 3.5. After interment, the installation of a memorial on any plot in a City cemetery shall comply with the *Cemetery Management Bylaw* and *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* as is in force at the time of the memorial installation.

SCHEDULE 'B'
MEMORIAL REGULATIONS

SECTION 1 MEMORIAL GENERAL RULES

- 1.1 The *City of Cold Lake Cemetery Management Bylaw, Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* together with the rules and regulations that follow here shall apply to the installation of any form of memorial in a City cemetery.
- 1.2 Every memorial and the installation thereof in a City cemetery shall conform to the plan established for the plot and the section of the City cemetery in which the memorial is proposed to be installed.
- 1.3 Every memorial shall be constructed of granite, or bronze on a granite base or another material that is permanent and durable, approved by the City and that conforms to this Schedule.
- 1.4 No memorial, inscription, engraving, ornamentation or combination thereof that makes any reference to a pet or pets or is inconsistent with the dignity of adjacent plots, the cemetery or community standards, shall be placed on any memorial.
- 1.5 No memorial shall be installed on a plot until:
 - 1.5.1 an application for a permit to install a memorial has been approved by the City;
 - 1.5.2 an applicant for a memorial permit submits plans and specifications describing fully the memorial's proposed size, design, material, inscription and location have been submitted to the City, in a form prescribed by the City;
 - 1.5.3 all outstanding indebtedness as relates to the interment right, plot, interment, and memorial installation has been paid in full to the City;
 - 1.5.4 and upon satisfying all of the above, a memorial permit may be issued by the City to authorize installation of the memorial.
- 1.6 The type and design of a memorial and, the maximum width, depth and thickness of a memorial and, the form and style of a memorial inscription is conditional on the type of plot or plots on which it is being installed.
- 1.7 No memorial may be installed or placed on a plot prior to the interment of human remains or cremated remains into the plot.
- 1.8 Every memorial, at a City cemetery shall be installed, relocated or removed, subject to the direction of the City, by a memorial supplier or agent authorized by the City and at the owner's expense.

SECTION 2 MEMORIAL SPECIFICATIONS

- 2.1 Except for the thickness of a flat memorial installed flush with the ground, which shall be not less than three (3") inches (7.6 cm) thick, the memorial dimensions set out in this schedule may have a variance of not more than plus-or-minus one (1") inch (2.5 cm).
- 2.2 Every memorial foundation in a City cemetery shall be made of concrete of not less than one thousand five hundred forty two (1,542) kilograms P.S.I strength and not less than a 10.2 cm (4 inches), a standard, acceptable to the City and shall incorporate design elements to address local weather extremes, grounds conditions and the potential effects of ground frost and freezing.
- 2.3 **Flat Markers:**
A memorial taking the form of a flat marker to be installed flush with the ground shall be

- 2.3.1 installed at the applicant's expense, on a concrete foundation and installation shall consist of:
 - 2.3.1.1 excavation of the installation site;
 - 2.3.1.2 placement and compaction of sufficient consolidated aggregate materials and/or concrete to ensure a stable and level, vertical and horizontal installation of the flat marker flush with the surface level of the plot.
 - 2.3.2 a granite memorial that is smooth sawn on the bottom and its sides and the side surfaces shall be true and perpendicular with the memorial's top surface and the inscription and design shall be carving or engraving on the face of the memorial;
 - 2.3.3 a bronze memorial anchored onto a granite base which shall be both wider and longer than the bronze marker and has a border of exactly two (2") inches (5 cm) of the base surface exposed on all sides and, the base top, bottom and sides shall be smooth sawn and, the side surfaces shall be true and perpendicular with the base's top surface and, the base shall be not less than three (3") inches (7.6 cm) thick;
 - 2.3.4 a bronze memorial anchored onto a reinforced concrete base which shall have a border of not more than two (2") inches (5 cm) of concrete exposed on all sides and;
 - 2.3.4.1 the concrete base shall consist of one (1) mat of No. 3 steel reinforcing bar placed in the center of the three (3") inch (7.6 cm) slab and protected from the edges with one and one-half (1.5") inches (3.8 cm) of concrete. This form of mat shall have not less than two (2) pieces of reinforcing bar running the width of the base and three shorter pieces running the length of base, or;
 - 2.3.4.2 the concrete base may consist of not less than two (2) layers of No. 9 wire reinforcing mesh placed in the center of the slab and spaced 0.4" inches (1cm) to 0.8" inches (2 cm) apart from the other, and;
 - 2.3.4.3 the concrete base for a bronze memorial shall be not less than three (3") inches (7.6 cm) thick;
 - 2.3.5 a bronze memorial mounted on a granite or concrete base shall not exceed the maximum permitted size of memorial that may be permitted on a plot;
 - 2.3.6 the scrolls, letters, figures or other design elements of a bronze memorial shall not be raised more than one-half (0.5") inch (1.2 cm) above the finished surface of the memorial.
- 2.4 **Upright Monuments:**
A memorial taking the form of an upright monument, of a maximum height of 1.02 meters (3 feet 4 inches), installed above the ground level of a plot shall be:
- 2.4.1 installed at the applicant's expense, on a concrete foundation and installation shall consist of:
 - 2.4.1.1 excavation of the installation site ;
 - 2.4.1.2 placement so that the top edge of the monument foundation shall be in alignment with all other foundations in that particular row and compaction of sufficient consolidated aggregate materials and installation of a reinforced concrete pad that:
 - for a standard upright monument is not less than six (6") inches (15.24 cm) thick;

- for a large upright monument is not less than eight (8") inches (20.3 cm) thick;
is not less than two (2") inches (5 cm) wider and longer than the base of the monument to be installed on the plot;
ensures the stable and level, vertical and horizontal installation of the upright monument above the surface level of the plot.
- 2.4.2 a monument base shall be made of granite and shall first be installed and secured to its foundation in a manner approved by the City and the bottom of the granite base shall be smooth sawn and unpolished so as to permit effective placement of the base on the foundation;
- 2.4.3 a monument base side surfaces shall be true and perpendicular with the base's top surface and may be smooth sawn or rock pitch and may be polished or unpolished, and;
- 2.4.4 a monument base shall be wider and longer than the monument tablet in order to provide a minimum border of two (2") inches (5 cm) to a maximum border of four (4") inches (10.1 cm) of the base surface exposed on all sides, and;
- 2.4.5 a monument tablet shall be constructed of granite and attachment of a monument tablet to its base shall be with dowel pins and / or an adhesive epoxy compound approved by the City and, in the instance where dowels are mandated by the City, the dowels shall be made of a non-corrosive material, be centered on the base, be not less than six (6") inches (15.2 cm) in length and evenly extended into both the tablet and the base, and installed in a 'dry' mode, and;
- 2.4.6 a monument tablet shall be not less than six (6") inches (15.2 cm) thick and may be no thicker than a dimension that leaves not less than a two (2") inch (5 cm) to a maximum of a four (4") inch (10.1 cm) border of the monument base surface exposed on all sides and shall not extend over the space where a plot may be opened to accommodate the interment of human remains;
- 2.4.7 a monument tablet inscription lettering, plaque or other form of adornment or decoration and design shall be carved or engraved on the face of the tablet only, or a bronze plaque securely anchored to the face of the tablet with non-corrosive fasteners and / or an adhesive epoxy approved by the City. Nothing shall be placed on the back or on any side of an upright monument base or monument tablet.
- 2.5 No inscription, lettering, plaque or other form of adornment or decoration shall be placed on the back or on any side of an upright monument base or monument tablet.
- 2.6 No upright monument shall be installed to extend over the space where a plot has been or may be opened to accommodate the interment of human remains.
- 2.7 An upright monument with a design feature that is an integral part of a monument tablet may be permitted so long as the monument and design feature conform to the size specifications set out in these specifications.
- 2.8 A monument in the form of a freestanding design shall not be permitted.
- 2.9 No monument shall have any uncovered vertical joint.
- 2.10 No form of candleholder, lantern or other form of fixture may be attached in any manner to a memorial or placed adjacent to where a memorial is installed.
- 2.11 **Niches:**
- 2.11.1 No inscription shall be made on a niche plate until;
- 2.11.1.1 the inscription is approved by the City'

2.11.1.2all outstanding indebtedness to the City relating to the right of interment for the niche, interment and the memorial permit have been paid in full.

2.11.2 A memorial taking the form of a niche plate shall be of a design, font, size, format and layout that is consistent with similar or adjacent inscriptions and with the overall design established for the columbarium of which the inscription is a part, and:

2.11.2.1sandblasted to a standard depth of 5 mm in Palatino font with all lettering painted with a lithochrome paint in the color silver;

2.11.2.2of an inscription limited to: given name(s) and/or initial(s) and the surname of a deceased, date of birth and death, short message as space may permit.

2.11.2.3shall not have any other form of symbol, decoration or other form of adornment engraved, inscribed or attached to the surface of the plate.

2.11.3 The City shall have the right to determine when inscriptions are made on niche plates and shall arrange to have new inscriptions made.

2.12 **Communal Memorial Wall**

2.12.1 A inscription on a memorial wall shall be of a design, font, size, format and layout that is consistent with similar or adjacent inscriptions and with the overall design established for a communal memorial of which the inscription is a part, and:

2.12.2 No inscription shall be made on a memorial wall until

2.12.2.1the inscription is approved by the City

2.12.2.2all outstanding indebtedness to the City relating to the right of interment for a plot of interment and the engraving of the inscription has been paid in full

2.12.3 Every memorial inscription on a memorial wall shall be

2.12.3.1recorded sequentially on the appropriate memorial as permitted;

2.12.3.2sandblasted to a standard depth of 5 mm in Palatino font with all lettering painted with a lithochrome paint in the color silver

2.12.3.3of an inscription limited to the given name(s) and/or initial(s) and the surname of a deceased, date of birth and death, short message as space may permit.

2.12.4 The City shall have the right to determine when inscriptions are made on a memorial wall and shall arrange to have new inscriptions made as they may accumulate at a minimum of two (2) times in each calendar year.

2.12.5 The City shall have the right to maintain, reposition, move, relocate or otherwise change a memorial wall as deemed necessary and subject to compliance with cemetery legislation.

2.12.6 There is no requirement that a memorial wall inscription correspond with an interment at the cemetery where the memorial wall is located.

2.13 **Temporary Memorials:**

At the time of an interment the City may permit a temporary, non-permanent marker, of a design and size approved by the City, to be placed on a plot and shall be limited to placement on the plot for a period not more than six (6) months from the date of interment. The City shall have the

authority to remove and dispose of, without prior notice, a temporary, non-permanent marker remaining on a plot where more than six (6) months have expired from the date of interment.

SECTION 3 PLOT TYPES & PERMITTED MEMORIALS

The following specifications shall constitute the type and number of memorials permitted on different plot types that may be designed and laid-out in a City cemetery:

3.1 Standard Adult Plot (Single Depth): May have either:

3.1.1 Flat Marker Memorials installed flush with the ground which are limited to:

3.1.1.1 one (1) flat marker that is eighteen (18") inches (45.7 cm) deep by thirty (30") inches (76.2 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) person, and;

3.1.1.2 Either

three (3) additional flat markers that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons each, or;

not more than six (6) flat markers that are eight (8") inches (20.3 cm) deep by twelve (12") inches (30.4 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than one (1) person each.

3.1.2 Upright Monument Memorials and Flat Marker Memorials limited to

3.1.2.1 one (1) upright monument with a base that is twelve (12") inches (30.4 cm) deep by thirty-six (36") inches (91.4 cm) wide by six (6") inches (15.2 cm) high AND a monument tablet that is thirty (30") inches (76.2 cm) wide by not more than thirty (30") inches (76.2 cm) high by eight (8") inches (20.3 cm) thick memorializing not more than two (2) persons, and;

3.1.2.2 Either;

three (3) additional flat markers that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons each, or;

not more than six (6) flat markers that are eight (8") inches (20.3 cm) deep by twelve (12") inches (30.4 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than one (1) person each.

3.2 Columbarium Single Niche Plot & Columbarium Double Niche Plot:

This form of plot shall have as its primary form of memorial an inscription made on the face of the niche plate in a design, font style, size and layout that is consistent with this Schedule and with the overall design established by the City for the columbarium of which the niche is a part.

3.3 Where two Standard Adult Single Depth Plots are located side-by-side, the following memorial markers may be utilized:

3.3.1 one (1) flat marker, installed over the center line of the adjoining plots, that is eighteen (18") inches (45.7 cm) deep by forty-eight (48") inches (121.9 cm) wide by three (3") inches (7.6 cm) thick and memorializing a maximum of four (4) persons, and

Either;

- 3.3.3.1 not more than four (4) flat markers installed not more than two (2) on each of the adjoining plots that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons each, or;
 - 3.3.3.2 not more than eight (8) flat markers, installed not more than four (4) on each of the adjoining plots, that are eight (8") inches (20.3 cm) deep by twelve (12") inches (30.4 cm) wide by three (3") inches (7.6 cm) thick memorializing not more than one (1) person each.
- 3.3.2 one (1) large upright monument, installed over the center line of the adjoining plots, that has a base that is sixteen (16") inches (40.6 cm) deep by forty eight (48") inches (121.9 cm) wide by eight (8") inches (20.3cm) high AND a monument tablet that is thirty six (36") inches (86.3 cm) wide by not more than forty (40") inches (101.6 cm) high by twelve (12") inches (30.4 cm) thick memorializing a maximum of four (4) persons, and
- Either;
- 3.3.2.1 not more than four (4) flat markers installed not more than two (2) on each of the adjoining plots that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by three (3") inches (7.6 cm) thick and memorializing not more than two (2) persons each, or;
 - 3.3.2.2 not more than eight (8) flat markers, installed not more than four (4) on each of the adjoining plots, that are eight (8") inches (20.3 cm) deep by twelve (12") inches (30.4 cm) wide by three (3") inches (7.6 cm) thick memorializing not more than one (1) person each.

SECTION 4 POLICY & SCHEDULE APPLICATION

- 4.1 The memorial standards and specifications set out in the *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* and this Schedule shall be in effect after the date of adoption of this Policy and shall not retroactively apply to any memorial installed on or before the date of adoption of *Cold Lake Policy No. 207-AD-19, Cemetery Management Policy*.
- 4.2 For an interment right, plot or plot purchased, or interment made, prior to the date of the adoption of *City of Cold Lake Cemetery Management Bylaw, the Cold Lake Policy No. 207-AD-19, Cemetery Management Policy* and its accompanying Schedules the City, and subject to the written approval of the City, may at its sole discretion permit a limited exemption to this Schedule where such an exemption shall be made solely for the purpose of matching a pre-existing memorial on a plot.
- 4.3 Notwithstanding any form of matching exemption under article 4.2 of this Schedule,
 - 4.3.1 the installation of any form of grave cover or cap in any City cemetery is prohibited and, for any form of grave cover or cap that pre-exists no matching or replacement exemption shall be granted by the City.
 - 4.3.2 The City shall have the authority, without prior notice, to remove and restore the surface of any grave in a City cemetery with soil and turf and to dispose of any grave cover, cap, curb, coping, fence, railing, adornment or flower vase that, in the judgement of the City is in an advanced state of disrepair, has created an uneven or unsafe ground condition, become a safety hazard to persons using, visiting or working in the Cemetery or that has otherwise deteriorated to an unsightly state that is inconsistent with the dignity of adjacent plots and the general aesthetic of the Cemetery.

- 4.4 Memorials and monuments are installed in the Cemetery at the owner's risk and the City assumes no responsibility for damage or loss due to vandalism, deterioration, theft, etc. It is the owner's responsibility to contact an Insurance Agent to discuss the possible coverage for loss.
- 4.5 The donation and dedication of a memorial planting, memorial bench or other form of custom memorial feature at a City cemetery may be permitted, at the expense of the applicant, subject to a request being made, the approval of the City and providing that;
 - 4.5.1 an application for installation, in a form prescribed by the City, is made to the City giving the proposed specifications, design and materials of the proposed memorial, to be purchased by the applicant;
 - 4.5.2 the application and site selection must be approved in writing by the City before any delivery or installation may proceed and must conform to the plan of the City cemetery as determined by the City;
 - 4.5.3 a dedicated item or custom memorial shall only be installed, removed or modified in a City cemetery by a memorial dealer or an authorized agent of the City and under the supervision of the City at the expense of the applicant and subject to the terms and conditions, as may be applicable, set out in the Bylaw;
 - 4.5.4 the placement of a dedicated item or custom memorial does not confer to a donor or applicant any privilege over or control of the land upon which the donated memorial may be situated.